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Approved For Release 2002/10/25 : CIA-RDP68R00530A000100050008-4

ADM-7.4

DD/ST# 5138-65

OEL 1324/65

MEMORANDUM FOR: Chief of [REDACTED]

25X1

FROM: Director of ELINT

SUBJECT: Approval to Acquire Carpet on Local Market

REFERENCE: Memorandum of Conversation, Staff 159/65

1. I have reviewed reference request and concur in the request for carpeting presented therein. Accordingly, I am authorizing the installation of the carpeting providing the total contractual expense does not exceed \$200.

2. This memorandum is to be attached to your imprest fund accounting to ensure that the audit staff or the Office of Logistics does not suspend payment of this item.

[REDACTED]

ILLEGIB

GEORGE C. MILLER
Director of ELINT
DD/S&T

APPROVED:

[REDACTED]

Director of Logistics

c/PO/CC

JUL 10 1965

GROUP 1
Excluded from automatic
downgrading and
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Staff 159/65

MEMORANDUM OF CONVERSATION

SUBJECT: [] Support

1. This memorandum records the substance of a telephone conversation held on 27 October 1965 between Messrs. []

[] The purpose of the conversation was to present a requirement for carpeting in the Office of the Chief, [] This memorandum sets forth the justification presented by [] and requests approval for the purchase of same.

2. The Office to be carpeted measures 12 by 20 feet or approximately 27 square yards. [] indicated that industrial carpeting could be obtained locally for seven to eight dollars per square yard. Accordingly, [] requested approval to spend approximately \$200 for the carpet from his petty cash fund.

3. [] frequently convenes conferences with high level Air Force, NASA, etc. personnel in connection with Agency [] Moreover, the training facility will be used in training [] in Advanced Scientific Collection Techniques. The representational responsibilities of the station, combined with the fact that the Chief, [] position entitle him to carpeting, constitutes justification for approving this request. [] is located at []

4. [] requested that he be granted written approval to proceed with the purchase of carpeting.

Office of ELINT
DD/S&T

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